

You can now access the Campaign Finance Report forms online using the eFiling application via the City of El Paso Portal. To access the forms electronically please proceed through the following steps.

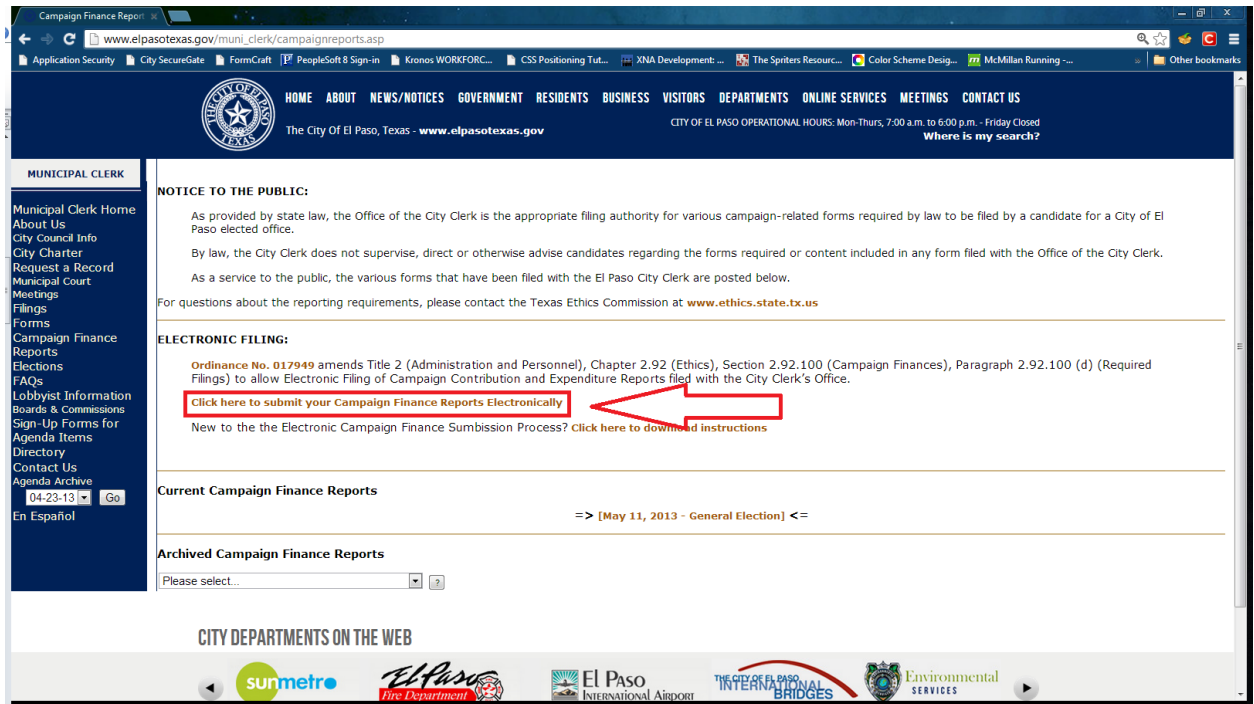


Figure 1 - City of El Paso Web Site - Campaign Finance Reports

After clicking on the link marked with the red box in Figure 1 you should see the screen in Figure 2.

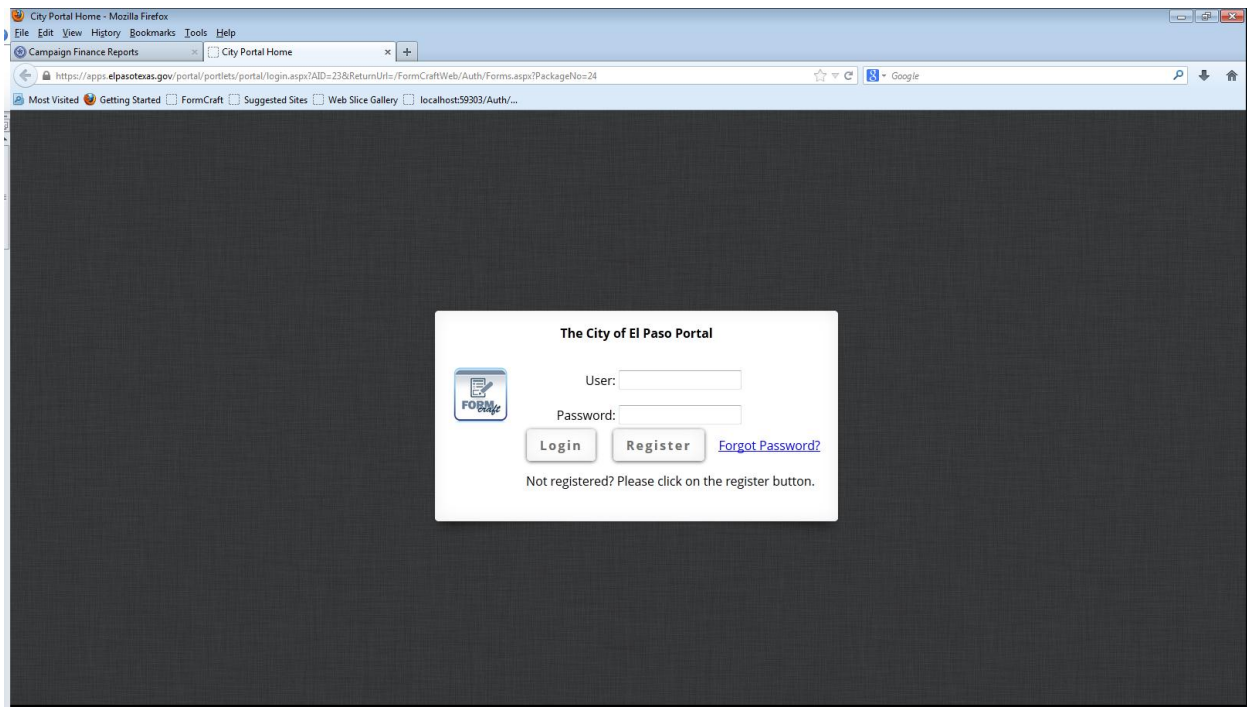


Figure 2 - Login Page for the City's Portal Website

If you are a city employee you can login by entering your Windows login credentials similar to what is shown in Figure 3.

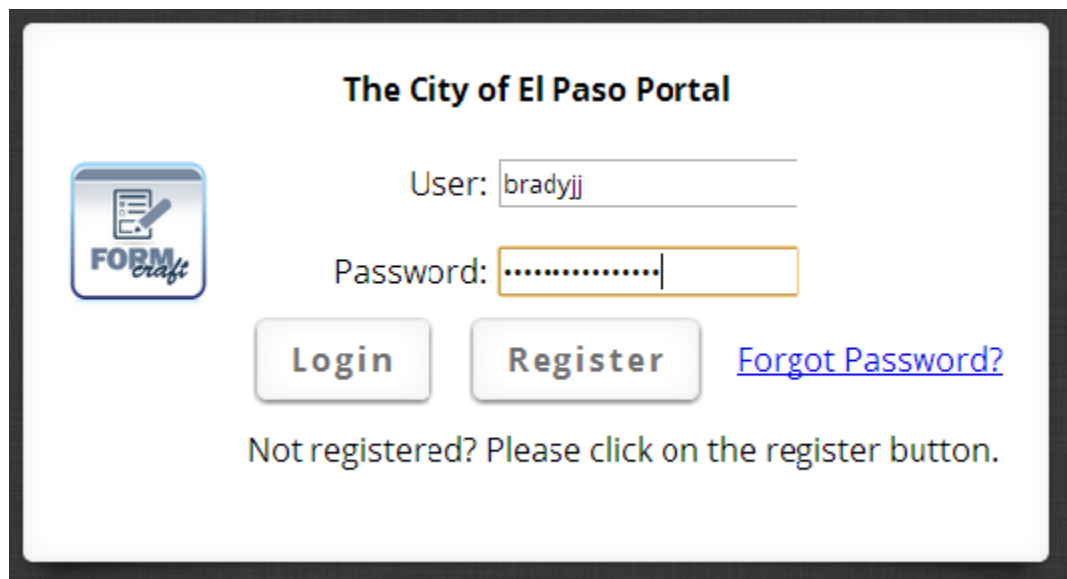


Figure 3 - Example of login for city portal.

If you are not a city employee you can register with the City's Portal site by clicking on the Register button and then filling out the fields as seen in Figure 4.

Welcome to the City of El Paso Portal

First Name:

Middle Initial:

Last Name:

*Email:

Avatar:

Telephone:

Address:



City:

State:

Zip:

*Password:

*Confirm Password:

 Register  Cancel

*Required fields are denoted in red.

Figure 4 - Portal Account Registration Screen Remember to Keep Track of Your Password After Account Creation

After filling out the registration form in Figure 4 click the “Register” button to proceed. Then click the “Click here to continue” link as shown in Figure 5.

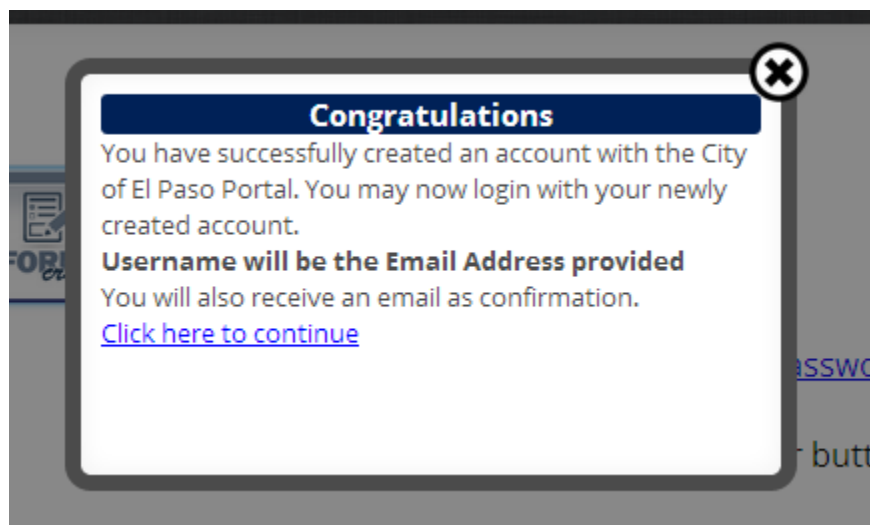



Figure 5 - Registration Successful Screen




Form Name:
Campaign Finance Report 30 Days Before May 11th Election

Description:
Campaign Finance form to be filled out by candidates 30 days prior to the May 11 Election

Status:
NOT STARTED

Due Date:
Apr 11 2013

Form Expiration Date:
May 12 2013




Form Name:
Campaign Finance Report 8 Days Before May 11th Election

Description:
Campagin Finance form to be filled out by candidates 8 days prior to the for the May 11th Election

Status:
NOT STARTED

Due Date:
May 3 2013

Form Expiration Date:
May 12 2013




Form Name:
Campaign Finance Report FINAL for May 11th Election

Description:
The FINAL Campagin Finance form to be filled out by candidates for the May 11th Election

Status:
NOT STARTED

Due Date:
May 11 2013

Form Expiration Date:
May 12 2013



Form Name:
Campaign Finance Report 15th Day After Campaign Treasurer Appointment

Description:
Campagin Finance form to be filled out by the campaign treasurer 15 days after their appointment

Status:
NOT STARTED

Due Date:
May 11 2013

Form Expiration Date:
May 12 2013

Figure 6 – eFiling for Campaign Finance Form

eFiling is an application that allows citizens to fill out forms online electronically. To do this select the campaign finance form that pertains to you based on the Due Date. For example if you are filling out the campaign finance form that is due 8 days before the May 11th election you would select the second form from the left in Figure 6.





CAMPAIGN
FINANCE REPORTS
eFiling

Welcome Jerald Brady! [Log O

Form Title: Campaign Finance Report 8 Days Before May 11th Election

Current Page: 1 | **Form Status:** NOT YET STARTED
 This form includes a help file. [Click here to review additional information to help you fill out the form](#)
[Click here for additional help documentation about this online system.](#)

Save
Submit
Back

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Texas Ethics Commission P.O. Box 12070 Austin, Texas 78711-2070 (512) 463-5800 (TDD 1-800-735-2989)					
CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT					FORM C/OH COVER SHEET PG 1
The C/OH Instruction Guide explains how to complete this form.			1 ACCOUNT # <small>(Ethics Commission Filers)</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	2 Total pages filed: <div style="background-color: yellow; height: 20px; width: 100%;"></div>	
3 CANDIDATE / OFFICEHOLDER NAME	<small>MS / MRS / MR</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>FIRST</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>MI</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	OFFICE USE ONLY Date Received Date Hand-delivered or Postmarked Receipt # Amount Date Processed	
	<small>NICKNAME</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>LAST</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>SUFFIX</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>		
4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS <input type="checkbox"/> change of address	<small>ADDRESS / PO BOX:</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>APT / SUITE #:</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>CITY:</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>STATE:</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>ZIP CODE</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>
5 CANDIDATE / OFFICEHOLDER PHONE	<small>AREA CODE</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>PHONE NUMBER</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>	<small>EXTENSION</small> <div style="background-color: yellow; height: 20px; width: 100%;"></div>		

Figure 7 - Form Filling Out Screen

On this screen in Figure 7 you can see the text “Form Title” and the “Current Page” use this to determine the active form and page number. The top part of the screen also includes help documentation (via hyper link) on how to fill out the form and use the e filing system. Click these links for additional information. The row of buttons below the help links allows users to interact with the form by either saving their current progress, submitting the form to the municipal clerk’s office, or by going back to view the list of campaign finance reports available. Below these buttons there is the list of page numbers that allow you to navigate to different pages of the form. At the bottom of the screen is the current page of the campaign finance form you are filling out. All of the fields highlighted in yellow allow for user input as shown in Figure 8.

Form Title: Campaign Finance Report 8 Days Before May 11th Election

Current Page: 1 | Form Status: NOT YET STARTED

This form includes a [help file](#). [Click here](#) to review additional information to help you fill out the form
[Click here](#) for additional help documentation about this online system.

[Save](#) [Submit](#) [Back](#)

1 2 3 4 5 6 7 8 9 10 11 12


MAILING ADDRESS 					Date Hand-delivered or Postmarked	
					Receipt #	Amount
5 CANDIDATE/ OFFICEHOLDER PHONE	AREA CODE ()	PHONE NUMBER	EXTENSION		Date Processed	
6 CAMPAIGN TREASURER NAME	MS / MRS / MR	FIRST	MI		Date Imaged	
	NICKNAME	LAST	SUFFIX			
7 CAMPAIGN TREASURER ADDRESS (residence or business)	STREET ADDRESS (NO PO BOX PLEASE):		APT / SUITE #:	CITY:	STATE:	ZIP CODE
8 CAMPAIGN TREASURER PHONE	AREA CODE ()	PHONE NUMBER	EXTENSION			
9 REPORT TYPE	<input type="checkbox"/> January 15		<input type="checkbox"/> 30th day before election		<input type="checkbox"/> Runoff	
	<input type="checkbox"/> July 15		<input type="checkbox"/> 8th day before election		<input type="checkbox"/> Exceeded \$500 limit	
10 PERIOD COVERED	<input type="checkbox"/> 15th day after campaign treasurer appointment (officeholder only)		<input type="checkbox"/> Final report (Attach C/OH - FR)			
	Month	Day	Year	THROUGH	Month	Day

Figure 8 – Page view of the Form

As you enter data on the form make sure you periodically save your work by clicking the “Save” button at the top. This will store the data you have entered and update the “Form Status” to Saved. Some pages have the added functionality to add additional pages. This functionality is available when you see the “Add Page” button as shown in Figure 9.

Form Title: Campaign Finance Report 8 Days Before May 11th Election

Current Page: 3 | Form Status: NOT YET STARTED
 This form includes a help file. Click here to review additional information to help you fill out the form.
 Click here for additional help documentation about this online system.

Add Page Save Submit Back

1 2 3 4 5 6 7 8 9 10 11 12

Texas Ethics Commission P.O. Box 12070 Austin, Texas 78711-2070 (512) 463-5800 (TDD 1-800-735-2989)

POLITICAL CONTRIBUTIONS OTHER THAN PLEDGES OR LOANS				SCHEDULE A	
The Instruction Guide explains how to complete this form.				1 Total pages Schedule A:	
2 FILER NAME				3 ACCOUNT # (Ethics Commission Filers)	
4 Date	5 Full name of contributor <small>out-of-state PAC (DP...)</small>	7 Amount of contribution (\$)		8 In-kind contribution description (if applicable)	
6 Contributor address; City; State; Zip Code		(If travel outside of Texas, complete Schedule T)			
9 Principal occupation / Job title (See Instructions)			10 Employer (See Instructions)		
Date	Full name of contributor <small>out-of-state PAC (DP...)</small>	Amount of contribution (\$)		In-kind contribution description (if applicable)	
Contributor address; City; State; Zip Code					

Figure 9 - Add Page Button

Clicking the “Add Page” button will generate a new page and place it in the list of pages at the top of the screen. The new page number is based on the initial page number. So if you were on page 3 the new page would be added as page 3.1. Once you have completed data entry clicking the “Submit” button will finalize the form and send it to the Municipal Clerk’s office. Please note that once a form is submitted changes cannot be made so be sure to review your form for completion once you are ready to submit. Once the form is submitted you will receive an email with a PDF attachment of the completed form and a timestamp of when the form was received by the system. Please keep the attached PDF for your own records.